

A Guide To Running A Home Daycare In Delaware



**Lt. Governor
Matt Denn**

Bank of America



**Delaware Department of
Services for Children,
Youth and Their Families**

A few FAQs for you.

Operating a childcare business from your home can be a wonderful opportunity, but is also full of responsibilities. This guide includes many of the Frequently Asked Questions (FAQs) about operating a Family Child Care Home. This booklet is not a substitute for the official state regulations, but will provide a quick overview of the important rules and concepts for operating a home-based child care center in Delaware.

The full rules and regulations for operating a Family Child Care Home can be found online on the Division of Family Services, Department of Services for Children, Youth, and their Families website:

http://kids.delaware.gov/occl/occl_resources.shtml#occlregs

I'm pleased to have worked with the state Office of Child Care Licensing and Bank of America to put together this guide and hope you find it useful.



Lt. Gov. Matt Denn



What are the key terms to know?

Child: Under the age of 18 years.

Adult: 18 years of age or older.

Pre-School Age Child: A child 3 years or older, but not old enough to attend a public or private kindergarten outside the family child care home.

School-Age Child: Any child in kindergarten and above.

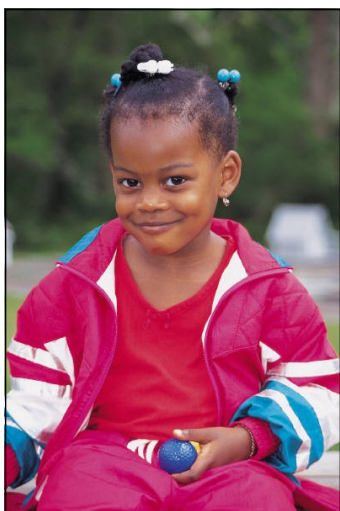
Family Child Care Home: A private home in which a licensee lives and provides a licensed child care service. A Family Child Care License is required for anyone providing care, education, protection, supervision and guidance in a private home on a regular basis.

Delacare: The full set of official rules and regulations that govern the operations of child care facilities in Delaware. These rules and other resources can be found online at http://kids.delaware.gov/occl/occl_resources.shtml

OCCL: Office of Child Care Licensing, located in the Division of Family Services in the Delaware Department of Services for Children, Youth, and their Families. The OCCL is responsible for licensing Family Child Care, Large Family Child Care, Early Care and Education and School-Age

Centers, Child Placing Agencies, Residential Child Care Facilities and Day Treatment Programs for children and youth. The OCCL for New Castle County can be reached at (302) 892-5800 and the OCCL for Kent and Sussex counties can be reached at (302) 739-5487. Email for all counties is occl.dscyf@state.de.us

Substitute: An adult designated by the Licensee, and approved by the OCCL, to provide child care in the Family Child Care Home.



What kind of license do I need?

A license is required in Delaware to run a Family Child Care Home. Two types of licenses are available: Level One and Level Two.

With a Level One Family Child Care Home license, you may care for five preschool-age children or younger. No more than three of these children may be under twenty-four months and no more than two of those three can be under twelve months. If you choose, you can care for two school age children in place of one of the five pre-school age children. The requirements for a Level One Family Child Care Home License include:

- You must be at least 18 years old.
- You must have at least a high school diploma or its equivalent.
- You must complete twelve (12) hours of training within the first year. Trainings must consist of three (3) hours in each of the following areas: Child Development, Educational Activities for Children, Positive Behavior Management, and Families/Communities.

With a Level Two license, there are a number of options for how many children you may serve. The requirements for a Level Two Family Child Care Home License include:

- You must be at least 18 years old.
- You must have at least a high school diploma or its equivalent.
- You need twenty-four (24) months of experience working with children in a group setting; OR three months of supervised student teaching with children in a group setting; OR twenty-four (24) months providing child care as a licensed level one family child care home operator with no substantiated complaints, or noncompliance.
- You need sixty (60) hours of training with a minimum of three (3) clock hours in specific child care areas; or
- Three (3) college/university credits in courses related to specific child care areas.

It is important to look to the *Delaware* rules and regulations for more information on these requirements.

What are some of the basic requirements for running a Family Child Care Home?

You cannot have any past or current involvement in violence, abuse, illegal drugs, sexual misconduct or other serious offenses.

Things that may conflict with or prohibit you from providing adequate child care such as an alternative job or activities including watching television, playing video games, doing housework are prohibited during Family Child Care Home hours of operation.

Taking child care children with you for personal errands such as shopping or doctor's appointments is prohibited.

Once you begin running the home, you will be required to take a minimum of 12 hours of OCCL-approved training each year.

What are kind of changes in my household I must report to the OCCL?

If a child or adult comes to stay with you for any amount of time, this must be reported to the OCCL within 5 days.

If the guest is 18 years old or older, he or she has to be fingerprinted by the State police and proof of the fingerprinting must be given to the OCCL within 14 days.

If the guest is 18 years old or older, he or she may not be alone with any of the child care children until approval is received from the OCCL.

If you have lost or lose custody of your own children, it must be reported to the OCCL.

If you have any physical or mental condition, you must report it to the OCCL for a determination of whether it could create a risk to the children.

What hours can I care for children?

You may choose the hours that work best for your household and your clients. However, you cannot provide child care more than 17 hours in a row out of 24-hour day. You must have at least 7 consecutive hours of rest. You may not be involved in any other employment during your 7 hours of rest.

What are the rules for sleeping and napping?

Sleep and nap rules should be made for each child, written down and accepted by the parents or guardians.

Each child must have age appropriate sleep equipment (for example, a bed or a cot) that is labeled with the child's name and is only used by that child.

There must be 18 inches between all sleeping equipment to allow accessibility and prevent infection and disease.

Children under 18 months old who are not walking should sleep and nap in a crib, a port-a-crib, or a playpen. Children between 12 and 18 months old who are walking can sleep on a cot, mat, or bed with protective rails, but written permission by the parents is needed for this.

Children aged 12 months old or older must be provided with covering sheets and blankets. For more details, please see *Delacare* Rule 323.

Infants must be placed in a crib, playpen, or port-a-crib that has top rails, at least 20 inches above the mattress with no gaps larger than 2 + 3/8 inches. All items including toys need to be removed from the crib prior to sleep. For more details, please see *Delacare* Rule 327.

All equipment must be cleaned and sanitized before and after use for each child.

How should I discipline children?

Any physically or verbally abusive discipline is strictly prohibited. Please use good judgment when disciplining children.

Use positive behavior management.

The child should understand why he or she is in time-out. The time spent in time-out is limited to 1 minute for each year of the child's age. For example, a 2 year-old child may be put in time-out for 2 minutes.

You cannot punish a child for not sleeping, toileting accidents, failure to eat all or part of a meal, or failure to complete an activity.

How can I transport children?

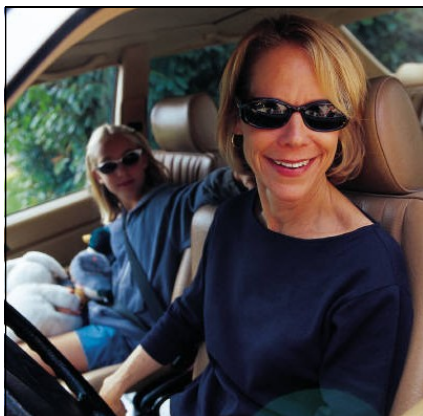
Any car or other vehicle used to transport children must comply with all federal, state, and local laws.

Each child must have a seat in the vehicle. All children must be supplied with age appropriate child restraints (car seats, booster seats, or seatbelts).

The vehicle must be operated by someone with a proper driver's license. The vehicle must contain a fire extinguisher, working cell phone, a

travelling first aid kit, and emergency contact information for each child.

While operating the vehicle, all doors must be locked and the temperature in the vehicle must be between 50 and 85 degrees.



What information is required to be in each child's file?

The following information must be kept for each child in your care:

- Name, birth date, address, date of admission
- Parent's names, addresses, and phone numbers
- Parent's employment contact information
- Emergency contact person
- Persons authorized to pick up the child other than parents
- Child's physician's name and contact information
- Special medical information (if applicable)
- Days/hours schedules to attend Family Child Care Center
- Current physical
- Parent's right to know form
- Transportation permission slip
- TV/Computer permission slip
- Receipt of parent information
- Medication log
- Accident/Injury Reports
- Daily attendance log/records of children

You must have emergency information with you for each child for any trip out of the home, including field trips, walks, or even visits to the park.

What medical care must I be able to offer the children?

Current first aid and CPR approval are required for each age group of children you are caring for.

What should I do if a child needs to take medication?

You should only give medication to children if you are certified to do so and allowed by state law and the child's parents/guardians.

All necessary information about each medication must be given to you by the parent and should be kept in the child's file.

What should I do if a child is injured?

If a child is injured, he or she needs to be protected from further harm and the parents or guardians must be notified. Serious injuries that would involve medical attention need to be reported immediately to parents/guardians and the OCCL.

All injuries must be written down, placed in the child's record, and given to the parents/guardians.

A first aid kit must be readily accessible at all times. It must contain:

- Rubber gloves
- Scissors
- Tweezers
- Non glass thermometer
- Bandage tape
- Gauze pads
- Flexible roller gauze
- Triangular bandages
- Safety pins
- Pen/pencil and note pad
- Instant cold pack
- Current American Academy of Pediatric standard first aid chart or Pediatric first aid guide
- Non medicated adhesive strip bandages and
- Plastic bags for cloths, gauze and other materials used in handling blood

What medical records do I need to have for myself?

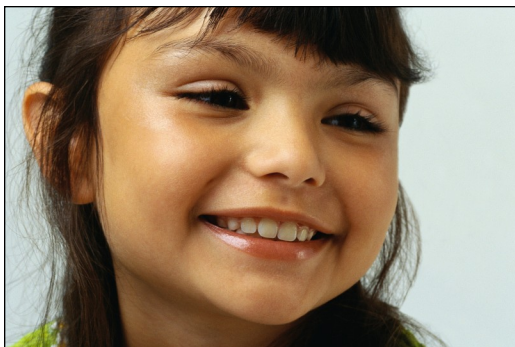
You must keep up-to-date medical records on file in the house for you, all household members, and any substitutes.

What do I need to do to keep my home clean and sanitized?

Any object or surface that comes into contact with food or body fluids must be cleaned and sanitized before and after such use or contact.

Hands must be washed before and after the following:

- Eating or handling food
- Giving medication
- Caring for a sick child
- Toileting or diapering each child
- Coming into contact with body fluids
- Handling animals
- Outdoor play
- Cleaning
- Taking out the garbage

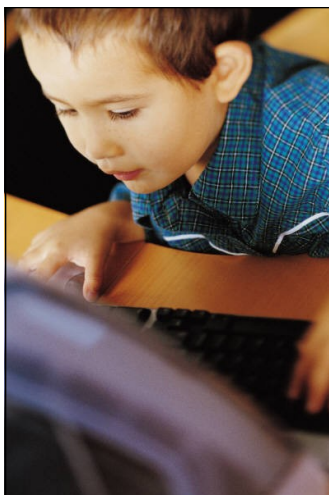


The Family Child Care Home must be clean and presentable at all times. This includes vacuuming, dusting, and make sure walkways are clear.

How should I plan for an emergency?

You should have a written emergency plan in the event of a fire, flood, or other disaster. This plan should include the following:

- Training staff or helpers about disaster preparedness
- Assigning staff or helpers specific responsibilities during a disaster
- Accounting for all children, staff or helpers
- Having a relocation process (when appropriate)
- Remaining at the facility or "sheltering-in-place" (when appropriate)
- Having necessary emergency supplies, food and water
- Contacting appropriate emergency response agencies
- Contacting the parents/guardians of the children



You, or a substitute, need to be informed of your specific duties and a written evacuation plan must be posted in the Family Child Care Home.

Monthly evacuation drills need to be performed.

All emergency equipment must be easily accessible (i.e. ready access to a fire extinguisher, first aid kit, etc.)

What else do I need to know?

Here are a few last tips:

- The OCCL may visit and inspect your Family Child Care Home at any time.
- Dangerous equipment is to be locked away and kept out of reach from children. For example, flammable chemicals, and matches are to be secured.
- Smoking in the home and in the presence of children during day care hours is prohibited.
- Maintaining of a constant line of communication with the parent or guardian is an essential part of the Family Child Care Home process.

Again, this booklet is a brief guide to some of the issues involved in running a Family Child Care Home. You must read and comply with all of the applicable *Delacare* regulations, which can be found online at http://kids.delaware.gov/occl/occl_resources.shtml



What is the Delaware Stars for Early Success Program?

Delaware Stars for Early Success is a Quality Rating and Improvement System, which is a method used to assess, improve and communicate the level of quality in early care and education and school-age settings.



It establishes quality standards for programs and provides technical assistance and limited financial support to programs involved in Stars as they engage in quality improvement efforts. Delaware Stars is designed as a voluntary system that expects programs to work on improving quality by moving up the Star Levels. Delaware Stars for Early Success is a five-level system, with “5” being the highest rating.

The licensing rules issued by the Office of Child Care Licensing serve as the Standards for Star Level 1. With each higher Star Level, a program is required to meet increasingly higher quality Standards. Copies of the standards can be found under the section on Policy and Forms.

For more information, go to **<http://www.dieec.udel.edu/delaware-stars-overview>**

This guide was produced by a
public/private partnership of:

Lt. Governor Matt Denn

Bank of America

**Delaware Department of Services for
Children, Youth and Their Families**

Printed Nov. 2010